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County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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October 08, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 October 8, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 31 ordinated positions to implement results of classification studies in the Departments of Internal Services, Health Services, Medical Examiner-Coroner, Mental Health, Public Health, Public Works, and Registrar-Recorder/County Clerk.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

The Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

Reclassification of Nursing Positions

We are implementing the second phase of the inpatient Utilization Review (UR) staffing model. The second phase of our review includes management, supervisory nursing, and clerical support positions. Specifically, we reviewed 21 positions, 8 of which are recommended for reclassification in this letter (Attachment A). This staffing model will create a standardized organizational structure for staff managing or supporting inpatient UR functions department-wide and ensure the provision of a high quality of care to Medi-Cal beneficiaries while minimizing overutilization of costly acute inpatient care.

Reclassifications

There are 31 ordained positions in 7 departments being recommended for reclassification (Attachments A and B), of which 30 positions are budgeted. The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for the 30 budgeted positions that will be reclassified is estimated to total \$145,409 (all funds). Net County cost is estimated to be \$13,954. Of this total, the Utilization Review position costs are estimated to total \$35,483 with no net County cost. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:JA
PAC:AB:ra

Enclosures

c: Department of Human Resources
Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**RECOMMENDED RECLASSIFICATIONS FOR
DEPARTMENT OF HEALTH SERVICES
UTILIZATION REVIEW NURSING POSITIONS**

| Department | No of Pos. | Present Classification | No of Pos. | Classification Findings |
|---|---------------------------|---|---------------------------|--|
| MetroCare Network - Harbor/UCLA Medical Center | 1 | Medical Transcriber Typist Item No. 2209A N2MV 68L Represented | 1 | Senior Clerk Item No. 1140A NMV 66E Represented |
| | 2 | Supervising Staff Nurse II Item No. 5339A N21 RN08 Represented | 1 | Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented |
| | | | 1 | Utilization Review Nurse Supervisor I Item No. 5125A N21 RN06 Represented |
| Rancho Los Amigos National Rehabilitation Center | 1 | Senior Typist-Clerk Item No. 2216A NMV 67D Represented | 1 | Senior Clerk Item No. 1140A NMV 66E Represented |
| | 1 | Supervising Staff Nurse I Item No. 5338A N21 RN06 Represented | 1 | Utilization Review Nurse Supervisor I Item No. 5125A N21 RN06 Represented |
| ValleyCare Network - Olive View/UCLA Medical Center | 3 | Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented | 3 | Senior Clerk Item No. 1140A NMV 66E Represented |
| Total | 8 | | | |

ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS****INTERNAL SERVICES**

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|--|
| 1 | Custodian Item No. 6774A NM 56D Represented | Intermediate Clerk Item No. 1138A NMV 61L Represented |

The subject position is assigned to the Custodial Services District 3 Section and will perform clerical functions such as screening phone calls, filing, arranging and maintaining records, data entry into FOS computer applications, and other general office duties. The classification specification for Custodian is characterized by the performance of routine cleaning, sanitizing, and polishing duties in buildings. In contrast, Intermediate Clerk is a class which performs specialized clerical duties. Since the stated duties are consistent with those performed by Intermediate Clerks allocated throughout the County, we recommend the upward reclassification to Intermediate Clerk.

MEDICAL EXAMINER-CORONER

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Account Clerk I Item No. 0577A NMV 62F Represented | Accounting Technician II Item No. 0643A NM 72F Represented |

The subject position is currently assigned to Fiscal Services and is primarily responsible for performing a variety of paraprofessional accounting assignments, including the more complex technical work by reviewing, maintaining and controlling financial records and fiscal expenditures. Other responsibilities include performing accounting clerical work in the maintenance of accounting records within a comprehensive established framework of procedures. Although the position does not supervise subordinate staff, the assigned duties and responsibilities are more consistent with the class concept for Accounting Technician II, a class which supervises and performs paraprofessional accounting work in preparing, processing, reconciling and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures. Therefore, we recommend upward classification to Accounting Technician II.

ATTACHMENT B**MENTAL HEALTH**

| Number of Positions | Present Classification and Salary | Classification Findings And Salary |
|----------------------------|--|---|
| 16 | Senior Community Worker I Item No. 8104A NR 63C Represented | 11 - Community Worker Item No. 8103A NR 61L Represented 3 - Medical Case Worker II Item No. 9002A NM 78D Represented 2 - Senior Community Worker Item No. 8105A NR 67B Represented |

The above subject positions were reviewed to better distinguish work performed by positions allocated to classes in Community Welfare Services Series, specifically Community Worker and Senior Community Worker. As a result, the Senior Community Worker I classification was deemed obsolete and the positions were reclassified to classes more commensurate with the actual work performed. Therefore, we recommend downward and upward reclassifications to Community Worker, Medical Case Worker II, and Senior Community Worker. The goal is to eventually delete the Senior Community Worker I classification.

ATTACHMENT B**PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS**

| Number of Positions | Present Classification and Salary | Classification Findings And Salary |
|----------------------------|---|---|
| 1 | Head Departmental Personnel Technician Item No. 1850A NM 94D Non-Represented | Senior Departmental Employee Relations Representative Item No. 1908A NM 101C Non-Represented |
| 1 | Intermediate-Typist Clerk Item No. 2214A NMV 62K Represented | Departmental Personnel Assistant Item No. 1842A NM 69J Represented |
| 1 | Senior Typist-Clerk Item No. 2216A NMV 67D Represented | Departmental Personnel Assistant Item No. 1842A NM 69J Represented |

The subject Head Departmental Personnel Technician position reports to an Administrative Services Manager III and oversees the Employee Relations Unit. The position supervises four (4) full-time staff and has responsibility for serving as the department's lead representative during contract negotiations, representing the department in arbitration, mediation and Unfair Labor Practice hearings. In addition, it serves as the liaison with the Chief Executive Office, Employee Relations Division. The position meets the allocation standards for Senior Departmental Employee Relations Representative, a class which is responsible for leading or administering the employee relations program of a large County department with diverse employee bargaining units and complex employee relations issues. Therefore, we recommend upward reclassification to Senior Departmental Employee Relations Representative.

The subject Intermediate-Typist Clerk position is currently assigned to the Classification and Compensation Unit and reports to an Administrative Services Manager II. Duties include assisting technical staff in reviewing requests for new positions and reorganizations, providing information regarding Civil Service Rules, benefits, and deadlines, maintaining a caseload database, and reviewing monthly certification forms for bonuses. The position meets the allocation criteria for Departmental Personnel Assistant, a class which independently performs clerical personnel work and analyzes personnel problems of limited scope and difficulty. Therefore, we recommend upward reclassification to Departmental Personnel Assistant.

ATTACHMENT B

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS (Continued)

The subject Senior Typist-Clerk position is assigned to Recruitment and Examining Unit and reports to an Administrative Services Manager II. Duties include assisting technical staff by processing and analyzing job applications, conducting research on comparable positions, calculating test scores, generating test results and notices, conducting test reviews, developing vacancy transfer notices, creating selection plans, and updating the weekly administrative examination calendar. The duties and responsibilities of the position are consistent with the allocation standards for the Departmental Personnel Assistant indicated in the previous paragraph. Therefore, we recommend upward reclassification to Departmental Personnel Assistant.

PUBLIC WORKS

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Departmental Personnel Assistant Item No. 1842A NM 69J Represented | Principal Departmental Personnel Assistant Item No. 1845A NM 86D Non-Represented |

The subject position is assigned to Human Resources Division, Personnel Operations Unit, where it is responsible for supervising and training lower-level staff in technical and clerical functions. Duties include reviewing, analyzing and processing Personnel Action Requests as well as reviewing work for accuracy and quality control.

The duties and responsibilities meet the allocation criteria of Principal Departmental Personnel Assistant, a classification which assists in the technical personnel work and supervises the processing and maintenance of a variety of personnel documents and records. Therefore, we recommend the upward reclassification to Principal Departmental Personnel Assistant.

ATTACHMENT B**REGISTRAR-RECORDER/COUNTY CLERK**

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|---|
| 1 | Supervising Administrative Assistant II Item No. 0897A NM 94C Non-Represented | Administrative Services Manager II Item No. 1003A NM 96C Non-Represented |

The subject position is assigned to the Administration Bureau, Finance and Management Division, Financial Services Section, Cost Recovery Unit. Responsibilities include providing technical and administrative oversight and direction through subordinate supervisors. Duties include reviewing and approving the departmental Account Code update function to track employees' work assignments on time cards, as well as reviewing and approving the claim process for reimbursement of election-related costs from the State of California.

Based on the duties and scope of supervisory responsibilities, the position meets the allocation criteria for the Administrative Services Manager II classification. By definition, the Administrative Services Manager II classification supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and makes recommendations for the solution of problems of organization, budget, systems and procedures. Therefore, we recommend an upward reclassification to Administrative Services Manager II.